

Guide to Completing and Submitting Forms to Vermont DEC Using ANR Online

This guide is for use in completing applications and other forms through the ANR Online system, located at <http://anronline.vermont.gov/>. Instructions included here cover the majority of form arrangements that are found in the system; if the specific form you need to complete has any unusual structure or requirements, you may find supplemental documentation on the form's cover/instruction page.

Sample DEC Form

version 1.0

General form instructions.

Contact Information

Contact Address

DEC Contact Person

DEC Contact Address

DEC Contact Address

Contacts:

Email: DECcontact@vermont.gov

Phone: 802-555-1212

Additional Links

[Specific Form Instructions](#)

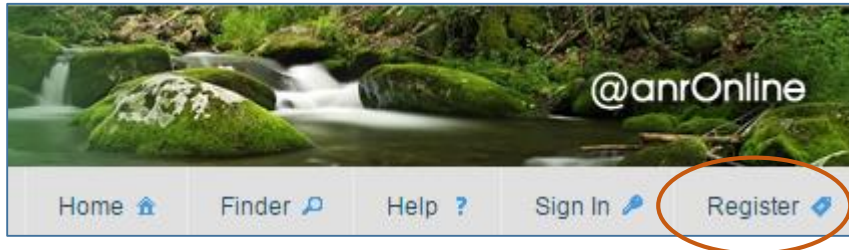
[Guide to Using ANR Online](#)

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User Registration

You must create a user profile in order to access the system. This access will let you initiate the filling out of a form or will allow others who fill out a form to provide you with access to the completed form for review and certification/submission.



Begin by clicking the “Register” link on the ANR Online Services Portal (<http://anronline.vermont.gov/>). Fill in all required information; keep in mind that the email address you enter will be used to send alerts and reminders from the system as well as serving as your username. After submitting the information, an email will be sent to you, requesting that you link to a location where your email may be verified. (If you do not see this email, please check your junk/spam folder.)

Signing In

After you have successfully registered and verified your email, you will be able to log in to the system.

Once logged in, there are several tabs available for your use in navigating the ANR Online site:



Home: Provides you with ANR contact information and form searching interfaces

Finder: Provides a more direct route to form searching

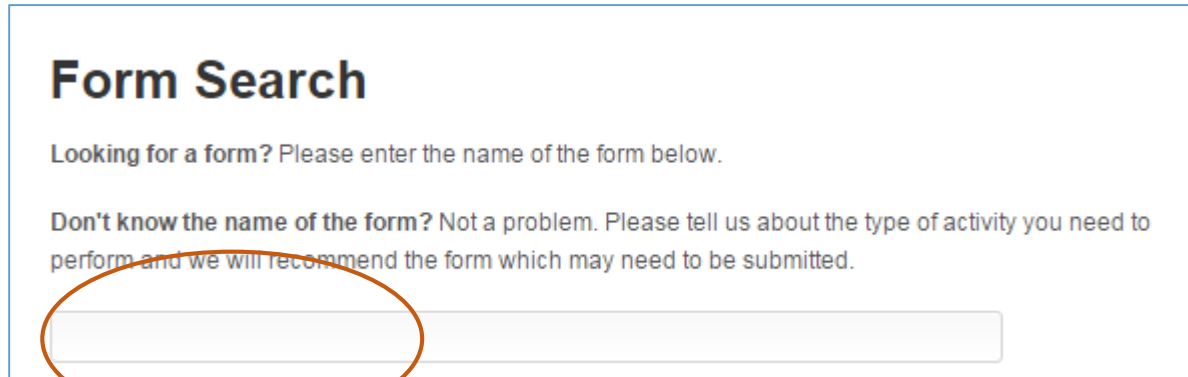
History: Presents a list of forms previously begun/submitted, sortable by various features

Help: Links to the software’s Help documentation

Your Name: Provides an editable presentation of your account information. NOTE: If you change your email address, your account will be set to a status of “pending” until you receive the associated verification email and follow the steps outlined.

Locating a Form

To find the form you would like to submit, begin by clicking on the “Finder” tab in the upper portion of the ANR Online screen. This will open a page that provides a form search box.

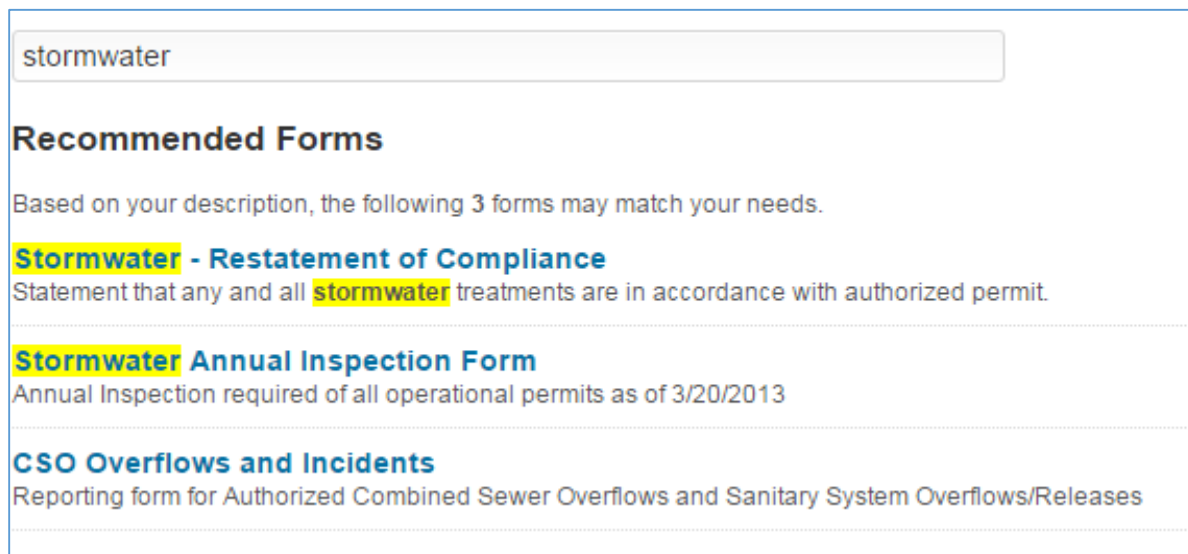


Form Search

Looking for a form? Please enter the name of the form below.

Don't know the name of the form? Not a problem. Please tell us about the type of activity you need to perform and we will recommend the form which may need to be submitted.

Enter a partial name of the form, if known. Otherwise, enter a word or phrase that describes the topic associated with the form (Ex: water, underground, hazardous, compost, discharge), and press “Enter.”



stormwater

Recommended Forms

Based on your description, the following 3 forms may match your needs.

Stormwater - Restatement of Compliance
Statement that any and all **stormwater** treatments are in accordance with authorized permit.

Stormwater Annual Inspection Form
Annual Inspection required of all operational permits as of 3/20/2013

CSO Overflows and Incidents
Reporting form for Authorized Combined Sewer Overflows and Sanitary System Overflows/Releases

A list of forms will be displayed below the search box. Click on the title of the form or application you need to submit.

Alternatively, you may use the Organization display to locate the form you need.

The screenshot shows the 'Organizations' section of a website. It features a dropdown menu titled 'Select Organization' with the following options: 'Agency of Natural Resources', 'ANR Central Office', 'Department of Environmental Conservation', 'Waste Management & Prevention Division', 'Environmental Assistance Office', and 'Watershed Management Division'. A 'Form Finder' button is also visible. To the right, there is a 'Welcome ePermit' banner and a description of the Waste Management & Prevention Division.

Use the arrows to drill down to the Division/Office/Program to which the form you are seeking applies. You will find relevant information as well as a list of available forms.

Completing a Form or Application

The screenshot shows the 'Sample DEC Form' cover page. It includes a 'Form' section with a 'Submit online form' button, which is circled in orange. The page also displays 'Sample DEC Form version 1.0', 'General form instructions.', 'Contact Information', 'Contact Address', and 'Contacts: Email: DECcon'.

The 'cover page' of the form contains general instructions as well as contact information for use if you need assistance in completing the form. Links to useful documents or websites may also be available on this page. Click the "Submit online form" button to move ahead in the form completion process.

Please specify the following:

- The reason for the submission, e.g., new permit or permit modification. If no options are available, the default value is shown and cannot be changed.

Select the reason for this submission:

New ▼

Site Number
1234567

Default Fee : \$0

Steps: [Processing Info](#) > [Entry](#) > [Review](#) > [Certify & Submit](#) > [Payment](#) > [Confirmation](#)

[Save for Later](#) [Next Step](#)

You will likely find that the reason for the submission has been pre-determined to be 'New,' and as the highlighted text explains, cannot be changed.

Some of DEC's forms are able to be pre-populated with a portion of the required data; this happens through your providing correct information on this page. In the above example, after entering the Site Number, the site's name and address will be automatically filled in when you move to the next page of the form. Many forms, however, do not have this capability; in those cases, there will be no data input box available on this page.

If you will regularly be completing an application or other form where some of the information you are required to provide is the same each time, you may follow the steps below to save a template for your own re-use when you begin a new submission.

Saving a Template for Forms You Will Need to Submit More Than Once

Some of the forms provided through ANR Online will be submitted by you or your organization on a repeat basis. In some instances, the 'Copy as New' feature described below can be used to copy a completed submission and edit the data accordingly as a new submission. In other cases, there may be a very large amount of editing that would be required if copying a completed submission. For these forms, you may enter the information that will remain the same for each submission and save the form as a template to be copied for future submissions. To make use of this feature, begin by opening the form and filling out the fields that will remain the same – examples include Name, Address, and other identifying information. After clicking the "Save for Later" button at the bottom of the form, click on the "History" tab in the menu bar at the top of the ANR Online page.

Submission History

Total records: 10 Showing 10 (filtered from total records)

Filter:

Submission #	Submitted	Submission Name	Status	Locked	Actions
28K-XT4F-5XYD		Template for XXXXX Form	Draft	No	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

Locate the draft of the form on which you are working. (If you are not sure, you are able to confirm by using the Submission #, which appears at the top of each page of the form.) Clicking on the name of the form opens that submission's name for editing. Change the name to indicate that this is a template. This form will no longer be edited, but will rather be used as the basis for new forms now and when needed in the future. Click on the 'view' icon for the newly-created template.

Submission View

This page allows you to review a submitted form, in detail, as it was originally submitted. Any notes/comments/action items that are associated with your submission will be presented in the relevant area within the form, on the right.

Actions

-
-
-
-

Versions

Submissions
v.1 - Draft by Carol Chamberlin

Sample DEC Form

version 1.0

(Submission #: 28S-JZQF-GWNW, version 1)

Summary

Submission #:	28S-JZQF-GWNW	Date Submitted:	Not Submitted
Form:	Sample DEC Form version 1.0 (Template for XXXX Form)	Status:	Draft
Applicant:	Carol Chamberlin	Active Steps:	Form Submitted
Reference #:			
Description:	Sample DEC Form		

Notes

There are currently no Submission Notes.

Details

Form Section

Applicant Name
NONE PROVIDED

Choices
NONE PROVIDED

Notice that changing the form name in your 'History' has not changed the form title on this page, but your new name does appear in the form summary. At this point, you want to make a copy for the new application you will submit so that the template remains in its current stage of completion. Use the 'Copy As New' button.

Confirm Copy As New Action

Would you like to copy the properties of this submission as a new form?

Confirm by clicking 'OK.'

Template for XXXX Form

version 1.0

(Submission #: 2DD-ZGGH-W7YQ, revision 1)

Please specify the following:

- The reason for the submission, e.g., new permit or permit modification. If no options cannot be changed.

Select the reason for this submission:

New ▼

Default Fee : \$0

Steps: [Processing Info](#) > [Entry](#)

Save for Later

The new copy opens, displaying the Template name. Notice the Submission # is new. The name of this submission should be changed to reflect relevant information. Make note of the Submission #, click 'Save for Later,' locate the submission in your history (it will likely be at the top of the list), and rename appropriately by clicking the Name and entering your new name in the box that opens as shown below.

Submission #	Submitted	Submission Name	Status	Locked	Actions
2DD-ZGGH-W7YQ		XXXX Form - Application for Smith Facility	Draft	No	<div> <div></div> <div></div> <div></div> </div>

The new copy of the form is now ready for completion and submission, use the edit button to reopen the form and continue working.

⚠ The form template utilized for this submission has been replaced with a newer version of the form. Please be aware that submitting this version of the form may be, at the agency's discretion, considered unacceptable.

NOTE:

This message will appear if DEC has modified the form and you either open the form for editing or copy it as a new submission. In this case, the steps to create a template should be repeated, using the more recent version as the starting point.

Sample DEC Form

version 1.0

The version number for a form is displayed under the form's title. You may use this information to confirm that you are using the most current version of a form (by comparing it to the form that is currently presented on the ANR Online site).

Entering Information

Forms will include one or more sections for information entry. You are able to navigate between sections by clicking the 'Next Section' or 'Previous Section' buttons at the bottom of the form, or by clicking on the appropriate section name in the panel to the left of the form. Changes are saved automatically, and the 'Save for Later' button may also be clicked at any point and the form reopened at a later time for further data entry or completion.

The screenshot shows a 'Form Sections' panel on the left with four items: 'Site, Applicant, and Landowner Information' (green checkmark), 'Additional Personnel Information' (green checkmark, highlighted in orange), 'Collection Event Information' (red X), and 'Required Attachments' (yellow star). To the right are 'Previous Section' and 'Next Section' buttons. Below these is a 'Steps' progress bar: Processing Info > Entry > Review > Certify & Submit > Payment > Confirmation, with 'Entry' highlighted in green.

In the left-hand panel, icons reflect progress made in completing the form by indicating the status of each section. Each section of the form must be visited at least once. Sections that have not yet been visited will be marked with a yellow star. Sections which have been visited, but that have missing or incorrect data, will be marked with a red x. A visited section that contains valid information in each required field will be marked with a green check.

The data entry sections use several formats for entering information, including boxes for entering text, selection boxes, and buttons for uploading attachments. Below are examples of some of these.

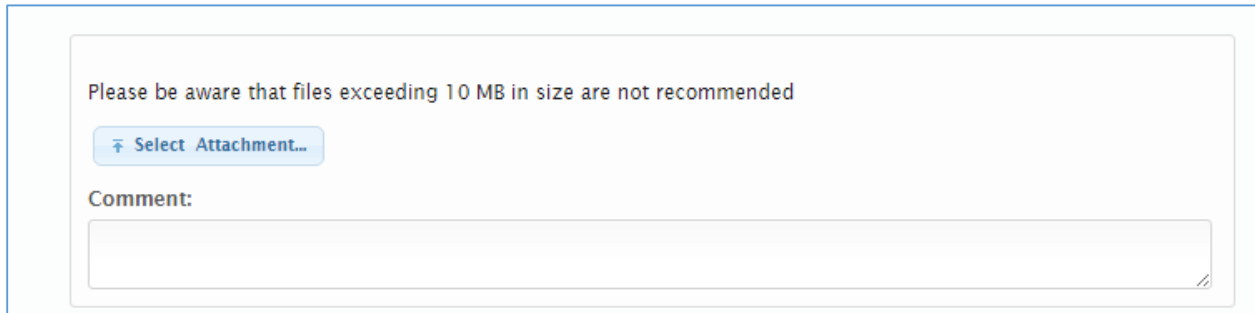
The screenshot shows a data entry section titled 'Provide required information. Use the + tab to report multiples.' It features a tabbed interface with 'Data Section (1)' selected and an 'Add +' button. A 'clear section' link is in the top right. The form contains two required fields: 'Date of Incident *' and 'Description *', each with a text input box.

This is an example of a form section that may be used to enter several iterations of the same set of data items. Once the information has been completed in the first tab, a second set of data may be supplied by clicking the 'Add+' tab. This may be repeated for additional sets of data.

The screenshot shows a light blue instruction box with the text: 'Download the PDF from the link below in order to gather required signatures. When complete, upload using the Attachment section of this form.' Below the text is a link labeled 'Signature Form'.

For certain applications, more than one signature may be required before the application may be reviewed. In this case, there may be a Signature Form attached to the online application; this form must

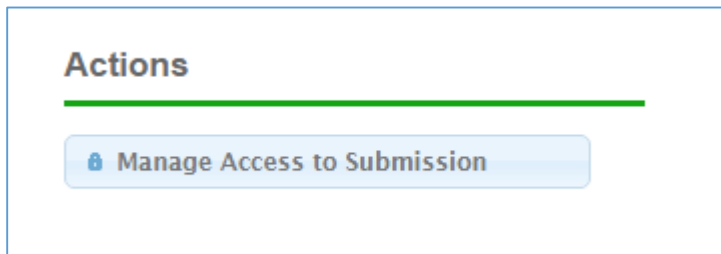
be downloaded and circulated to the appropriate parties for signing. Once complete, it must be scanned and uploaded to the online application before the application is submitted. See below for an example of uploading a document.

A screenshot of a web form section for uploading documents. It features a light gray background with a white border. At the top, a message reads: "Please be aware that files exceeding 10 MB in size are not recommended". Below this is a blue button with a document icon and the text "Select Attachment...". Underneath the button is a label "Comment:" followed by a large, empty text input field with a small cursor icon at the bottom right.

This is what will be presented if there are documents to be attached to the application. Clicking 'Select Attachment' will open up a file browser so that you may select the appropriate document to upload. There will most likely be some specific requirements outlined for this section of the online form.

Sharing Access to the Online Form

Some ANR Online forms will possibly be completed by a person other than the Applicant, and yet the Applicant must complete the final certification by signing the application electronically and submitting the completed form to DEC. This may be accomplished by providing individuals with access to the form during the data entry phase. Access to a form may only be given to those who already have an ANR Online account; if they have not already done so, the person with whom the application will be shared must go to the ANR Online website and register.

A screenshot of a web form section titled "Actions". The title is in a bold, dark font and is underlined with a thick green line. Below the title is a blue button with a lock icon and the text "Manage Access to Submission".

Begin the sharing process by clicking on the 'Manage Access to Submission' button, found in the Actions section of the left-hand side of either the data entry screens or the form review screen. This will open a screen for email address entry.

Manage Access to the Submission
(Submission #: 2DD-ZGGH-W7YQ, v1)

Enter the email address for the user you would like to authorize:

Adding a user will allow them to access, modify and view this submission. The user must be registered with the system to be eligible.

☐ Can Manage Access to Submission?

Add

Enter the Applicant's (or other person with whom the form will be shared) email address in the box provided. Checking the box which lets the new person manage access to the submission will allow them to also provide access to others. Only check this box if the new user should be granted that authority. Click 'Add,' and a confirmation box will open, which includes the name of the person associated with the email address you entered. (If the email address is not in the system you will receive an error message to that effect.)

The system will send an email to the person to whom you have granted permission to access the form; the submission will now also show up in their form History. This person will now be able to review the information entered (they will be required to visit each section of the form before certifying/submitting), and sign the certification by submitting the form. The software records the date and time of submittal, along with the username of the person who submitted.

Review Before Submitting

Once all the data entry sections have been completed and all necessary supporting documents attached, the information entered on the application may be reviewed by clicking on the 'Next Step' button at the bottom right of the form. If it is determined that edits are necessary, return to data entry using the 'Previous Step' button; if the form is ready for certification and submittal, click on 'Next Step.'

Certify & Submit Step

During the Certify & Submit step you will be asked to certify the submission as complete and accurate, as required by the specific form being completed. To indicate your agreement with the certification statements, click the Submit Form button. Submitting the form by clicking this button is the same as signing a paper document, and confirms the statements included on the certification screen.

Many of the DEC forms available require simply that you are a self-registered user within the ANR Online system in order to have the authority to certify and submit (i.e. sign a form). Some forms, such as those related to any Federal environmental programs which are administered by the VT DEC, require that the person certifying and submitting have the status of "Verified User" in order to comply with Federal electronic signatory guidelines. To establish yourself as a signer with verified identity, use the "Subscriber Agreement" form found on the ANR Online site. This form uses your VT Driver's License information for verification; further instructions are available on the form's cover page.

Please note that a submission must be officially certified, submitted and, if a fee is required, paid for by the applicant in order for it to be available for review by DEC. The Department is not able to access your forms when they are in 'Draft' status.

XXXX Form - Application for Smith Facility

version 1.0

(Submission #: 2DD-ZGGH-W7YQ, revision 1)

By submitting this form, I certify that all information provided is accurate and

Steps: Processing Info > Entry > Review > **Certify & Submit** > Payment > Confirmation

[Save for Later](#) [Previous Step](#) [Submit Form](#)

If the form you are submitting has a fee, you will proceed to the Payment step, otherwise you will be taken to the Confirmation step.

Payment Step

The Payment step provides you with a means of paying any applicable fee for a form submission. The amount due will be displayed at the top of the form. Note: If the Form does not require a fee, this Payment step will be skipped. At this time, the form is officially submitted and is visible within the agency. However, the submission will not be reviewed until payment is received for the form. You may pay online at the time of submittal, or you may mail payment to the appropriate DEC office. If you choose to pay online, you will be redirected to a secure payment gateway to provide credit card information.

Fee Details

Description: Note: Any revision during the review process which changes the project cost by more than ten percent will result in a fee adjustment as appropriate.

Amount Due: \$1,000.00

Enter the Paid Amount Here:

Payment

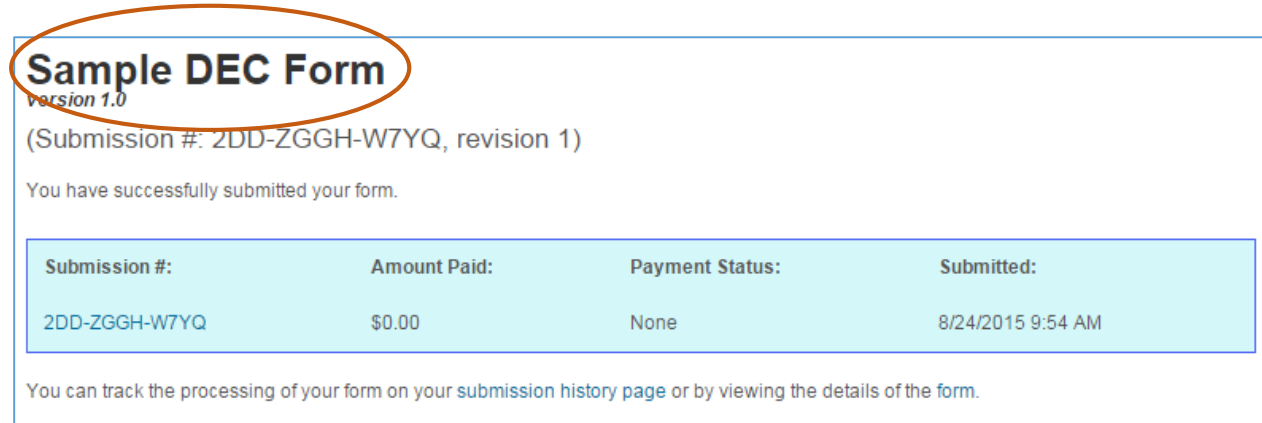
Online
Pay online using a secure payment gateway.

By Mail
Pay by check or money order.
Include the printed remittance slip with your payment.

Later
Your forms cannot be processed until payment is received in full.

Confirmation Step

This step confirms that your form was successfully submitted to the agency and displays the unique number assigned to this submission for tracking purposes. Note that, while you may have changed the name of the submission for your own reference, it will be submitted and reviewed by DEC as originally named. The Submission # will be used for identification.



Sample DEC Form
Version 1.0
(Submission #: 2DD-ZGGH-W7YQ, revision 1)
You have successfully submitted your form.

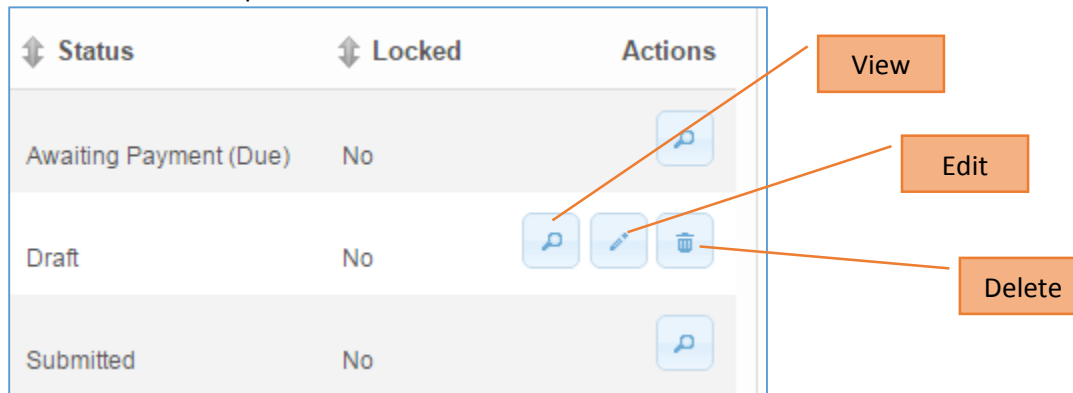
Submission #:	Amount Paid:	Payment Status:	Submitted:
2DD-ZGGH-W7YQ	\$0.00	None	8/24/2015 9:54 AM






You can track the processing of your form on your [submission history page](#) or by viewing the details of the form.

Submitting the form will also generate a confirmation email to the person under whose login the form was submitted. This email retains the specific name you have given the submission (if applicable), and also includes the Submission # for reference.

Monitor and Manage Form Drafts and Submissions

A historical list of all of your drafts and submissions is provided via the History tab of the ANR Online site. From this area you may view the status of any submission; edit, submit, or delete draft submissions; and revise and/or view previously submitted forms. Use the icons in the right-hand 'Actions' column to access the various options.



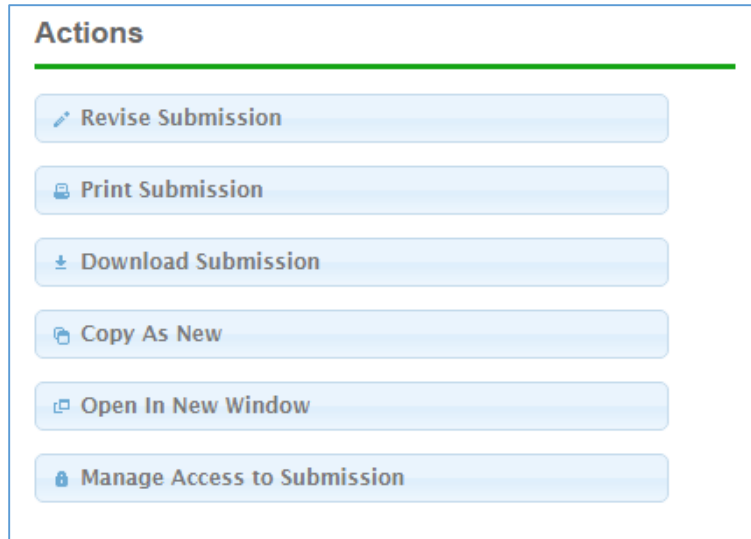
↕ Status	↕ Locked	Actions
Awaiting Payment (Due)	No	
Draft	No	  
Submitted	No	

View

Edit

Delete

You may view, edit, or delete any forms that have a 'Draft' status. You may be able to revise a 'Submitted' form; however, once the Department has begun review of your submission, you may see that the 'Locked' status has changed to 'Yes,' and you will not be able to make revisions without first contacting the appropriate staff person. Clicking the 'view' icon on a submitted form opens that submission for your review and provides several action options.



Revise Submission – If the submission has been locked by DEC because processing has begun, this option will not be visible. Contact the appropriate staff person if you need to revise your submission.

Print Submission – Prints a copy of the submitted form.

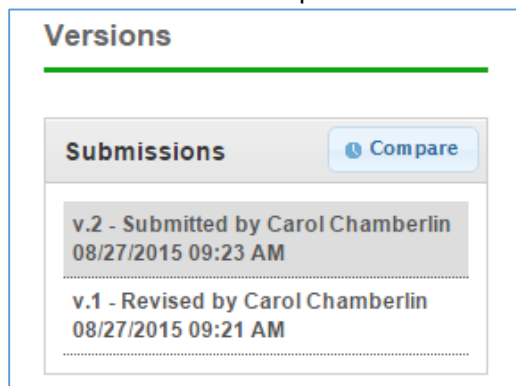
Download Submission – Downloads a PDF of the submitted form. If there were attachments included in the submission, a ZIP file of the form and the attachments will download.

Copy As New – This action may be used to begin a new submission. All fields on the form will be pre-filled with the information you previously entered.

Open In New Window – Opens the completed form in another browser window. This may be helpful if comparing and migrating information from one submission to another.

Manage Access to Submission – Provides the capability of allowing other ANR Online users to review and edit the form.

You are also able to compare different submitted versions of the same application.




Use the 'Compare' button to open a screen where you may view the additions and deletions made to an earlier version of a submission.

The DEC Review Process

Once a form is submitted, you will have the ability to view the status of the DEC review steps through which the submission will progress.

Processing Steps		
Step Name	Assigned To/Completed By	Date Completed
Form Submitted	Carol Sample	08/04/2015 11:24 AM
Engineering and Operations Section Chief Review	Carol Chamberlin	08/04/2015 12:50 PM
Administrative Review	Carol Chamberlin	
Project Development Specialist Approval Recommendation		
WIFP Program Manager Approval		

This section of the submission review page indicates what steps are necessary for processing, to which DEC employee they are assigned (if applicable), and by whom and when they were completed. If any pertinent notes have been created during the review process, these will also be available.

Notes	
	PUBLICLY ACCESSIBLE Processing Note on 08/25/2015 (<i>Misc. Note</i>) this is a note

These notes may help you understand how the review is progressing, let you know if more information is required, or otherwise keep you apprised of the status of your submission.

Upon completion of the review of your submission, you will receive appropriate notification from the Department.